

**Army Regulation 350-1**

**Training**

# **Army Training**

**Headquarters  
Department of the Army  
Washington, DC  
1 August 1983**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 350-1

Army Training

This change 1--

- o Updates Army training policy by altering use of the job book, which will become a permanent noncommissioned officer management tool to guide training of the individual soldier.

Effective 1 September 1983

Training

**Army Training**

By Order of the Secretary of the Army:

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*General, United States Army*  
*Chief of Staff*

Official:

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**History.** The original form of this regulation was published on 1 August 1981. It was authenticated by E.C. Meyer, Chief of Staff, and Robert M. Joyce, The Adjutant General. This electronic edition publishes the basic 1981 edition and incorporates Change 1. Change 1 was printed 1 August 1983 and was authenticated by John A. Wickham, Jr., Chief of Staff, and Robert M. Joyce, The Adjutant

General. To make this publication compatible with the Army electronic publishing database, appendix A was changed to the glossary, appendix B was changed to appendix A, appendix B is not used; text citations in paragraphs 1–3 and 1–4 were modified accordingly.

**Summary.** This revision updates HQDA training policies, objectives, and programs; defines the responsibilities of commanders to conduct and manage Army training; and includes guidance on common military training (CMT) and the standardization program.

**Applicability.** See paragraph 1–2.

**Proponent and exception authority.** Not Applicable.

**Army management control process.** Not Applicable.

**Supplementation.** Local supplementation of this regulation is permitted, but is not required. If supplements are issued, HQDA agencies and major Army commands will

furnish one copy of each to HQDA (DAMO–TRU), WASH DC 20310.

**Interim changes.** Interim changes are not official unless they are authenticated by the Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Operations and Plans. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAMO–TRU) WASH DC 20310.

**Distribution.** Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12–9A requirements for AR, Training—A.

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\*This regulation supersedes AR 350–1, 25 April 1975, including all changes.

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## **Glossary**

## Chapter 1 General

### 1-1. Purpose

This regulation prescribes Department of the Army guidance for managing and conducting military training for the Total Army.

### 1-2. Applicability

This regulation applies to the Active Army, the Army National Guard (ARNG), and the US Army Reserve (USAR).

### 1-3. Explanation of terms

Special terms used in this regulation are explained in the glossary.

### 1-4. References

See appendix A.

### 1-5. Training goal

The Army's *only* training goal is to develop a combat ready force which is physically and psychologically prepared to fight and win global war.

### 1-6. Training objectives

The Army's training objectives are to—

- a. Develop and maintain a motivated, disciplined, and physically tough force.
- b. Develop and maintain those individual and collective skills needed to deploy rapidly and successfully accomplish unit missions.
- c. Conserve training resources through increased use of training devices and simulation and by reducing training detractors, particularly at battalion and company level.
- d. Improve training efficiency and effectiveness by smarter training management and execution.

### 1-7. Training strategy

Training will be the top priority for all commanders. Standardization, unit cohesion, and reducing turbulence must receive increased emphasis throughout the Army. To prepare individuals and units to go to war immediately, the Army's training strategy provides for the following:

- a. A training base that produces initial entry soldiers who are highly motivated, disciplined, physically hard, and skilled in basic critical tasks.
- b. A training base that prepares professional officers and NCOs for progressively higher positions of responsibility.
- c. Training in units to develop the critical components of combat readiness. These include—
  - (1) Effective combined arms teams consisting of fully integrated combat, combat support, combat service support, and close air support elements.
  - (2) Attainment of individual skills not taught in the training base, plus frequent sustainment training to sharpen skills previously learned. Units will continue to provide the major portion of individual training.
  - (3) Development of unit deployment capabilities based on organization and wartime or contingency missions.
- d. Reserve Component (RC) forces able to mobilize, deploy, and perform their primary wartime missions.
- e. Improved management techniques with appropriate feedback and evaluation to allocate, use, and account for training resources efficiently.
- f. Common procedures across the Army, including standardization of certain crew and battle drills, logistics operations, and combat vehicle loading.
- g. A training system that supports current peacetime requirements and transitions smoothly at mobilization.
- h. Tough standards based on Soldier's Manuals, the Army Training and Evaluation Program (ARTEP), and battle drills.

### 1-8. Responsibilities

a. *Deputy Chief of Staff for Operations and Plans (DCSOPS)*. The DCSOPS—

- (1) Is the focal point for training policy.
- (2) Has Army General Staff supervision for developing concepts, policies, and programs for individual and collective training.
- (3) Approves all Army training requirements, Common Military Training (CMT), and Army participation in Joint Chiefs of Staff (JCS) directed or coordinated exercises.

b. *The Director of Training, ODCSOPS (DAMO-TR)*. The Director of Training, ODCSOPS—

- (1) Acts for the DCSOPS as the HQDA point of contact for training matters.
- (2) Directs Program 2 (Mission) and Program 8 (Training) of the Operation and Maintenance, Army budget.
- (3) Monitors Program 5 of the ARNG and USAR budget.

c. *Deputy Chief of Staff for Personnel (DCSPER)*. The DCSPER—

- (1) Has Army General Staff responsibility for developing policy related to the United States Military Academy, the United States Military Academy Preparatory School, the Junior and Senior Reserve Officer Training Corps programs, and the National Defense Cadet Corps.

(2) Supervises the US Army Military Personnel Center in managing the professional development of active duty soldiers.

(3) Administers the Branch Immaterial Officer Candidate Course.

(4) Determines the specialty, MOS, career management field classification, and enlistment and reenlistment criteria of grade structure requirements for the Army; provides this data to ODCSOPS to assist in establishing training base requirements.

d. *Deputy Chief of Staff for Research, Development, and Acquisition (DCSRDA)*. The DCSRDA researches, develops, and procures training devices and other training material.

e. *Deputy Chief of Staff for Logistics (DCSLOG)*. The DCSLOG—

(1) Is the functional advisor for training officer and enlisted logistics specialists.

(2) Assists DCSOPS in developing policy related to individual and unit logistics training.

f. *Assistant Chief of Staff for Intelligence (ACSI)*. The ACSI—

(1) Assists DCSOPS in developing policy related to language training, Foreign Area Officer training, individual and unit intelligence training, signal intelligence and security training, and opposing force (OPFOR) training in accordance with AR 350-2.

(2) Directs the Tactical Intelligence Readiness Training Program in accordance with AR 350-3.

g. *The Inspector General (TIG)*. In coordination with DCSOPS, TIG conducts Army-wide inspections to determine how effectively training assets have been integrated with doctrine and tactical development, resource allocation, and training execution. Emphasis is placed on identifying training detractors which frustrate individual and unit combat readiness.

h. *Chief, National Guard Bureau (CNGB) and Chief, Army Reserve (CAR)*. The CNGB and CAR have Army Staff responsibility for training the ARNG and USAR in accordance with AR 10-5 and AR 135-1, respectively. Both CNGB and CAR develop, maintain, and provide projected RC training requirements to DCSOPS for updating the Army Program for Individual Training (ARPRINT).

i. *The Surgeon General (TSG)*. TSG has Army Staff responsibility for health and professional medical education training for the Army.

j. *The Judge Advocate General (TJAG)*. TJAG is responsible for the professional legal training of the Army. In conjunction with DCSOPS, DCSPER, and CG, TRADOC, TJAG develops Army training requirements for military law.

k. *The Adjutant General (TAG)*. TAG has Army Staff responsibility for establishing policy, procedures, and standards for publications supporting Army training programs.

l. *Chief of Chaplains (CCH)*. CCH is responsible for the professional training of the Chaplain Corps.

m. *Commanding General, US Army Training and Doctrine Command (CG, TRADOC)*. CG, TRADOC is responsible for—

- (1) Conducting Initial Entry Training (IET) and institutional training.
- (2) Developing and standardizing training doctrine.
- (3) Incorporating CMT in Soldier's Manuals, ARTEP, and other appropriate training products.
- (4) Providing support for individual and unit training.
- (5) Training functions in AR 10-41, AR 135-1, and AR 351-1.

n. *Commanding General, US Army Forces Command (CG, FORSCOM)*. CG, FORSCOM is responsible for—

- (1) Training the CONUS sustaining force and Army units assigned to the Rapid Deployment Force.
- (2) Training functions outlined in AR 10-42 and AR 135-1.
- (3) Training Management Control System (TMACS) as Assigned Responsible Agency (ARA).

o. *Commander-in-Chief, United States Army, Europe (CIN-CUSAREUR)* and *Commanding General, Eighth United States Army (CG, EUSA)*. CIN-CUSAREUR and CG, EUSA are responsible for—

- (1) Training their Army forces in the forward deployed areas.
- (2) Training functions in AR 135-1.

p. *Commanding General, US Army Materiel Development and Readiness Command (CG, DARCOM)*. CG, DARCOM is responsible for—

- (1) Training functions in AR 10-11, AR 135-1, and new equipment training (NET) planning in accordance with AR 350-35.
- (2) Training and evaluation programs of the ARNG Aviation Depot Maintenance Units.

q. *Commanding General, US Army Western Command (CG, WESTCOM)*. CG, WESTCOM is responsible for training in accordance with AR 10-49 and AR 135-1.

r. *Commanding General, US Army Communications Command (CG, USACC)*. CG, USACC is responsible for training in accordance with AR 10-13 and AR 135-1.

s. *Commanding General, US Army Health Services Command (CG, HSC)*. CG, HSC is responsible for training in accordance with AR 10-43.

t. *Commanding General, US Army Intelligence and Security Command (CG, INSCOM)*. CG, INSCOM is responsible for training in accordance with AR 10-53, AR 350-2, and AR 350-3.

u. *Other major commanders, unit commanders, and leaders.*

(1) Installation, division, State Adjutants General, and Major US Army Reserve Command (MUSARC)/Army Reserve Command (ARCOM) commanders will implement the Army Training System by assigning missions; develop training guidance and master training plans; allocate the necessary resources to effectively implement these plans; evaluate the conduct of training; reduce training detractors; reduce personnel and unit turbulence; and provide subordinate commanders maximum time to train. The Army-wide Standardization Program, the Battalion Training Management System (BTMS), and, when appropriate, other techniques such as scheduling prime training time or cyclical periods for training and support will be employed to improve training.

(2) Brigade level commanders will provide training guidance; set training objectives; suballocate resources; reduce training detractors and personnel and unit turbulence; and evaluate training.

(3) Battalion level commanders are the principal training managers and will develop, coordinate, implement, supervise, and evaluate performance-oriented training programs within the guidance and resources provided by higher headquarters; develop specific training objectives to correct training deficiencies; reduce training detractors and personnel and unit turbulence; and coordinate resources for subordinate units.

(4) Company level commanders are the primary trainers. As such, they assist the training managers in developing training plans, and they prepare and execute the training program.

(5) Noncommissioned officers are the principal trainers of individual soldiers. Each NCO (and junior officer) must be capable of performing every task required of his or her immediate subordinates

and understand the relationship between individual job requirements, SM, SQT, and job books.

v. *Commanders/leaders*. All commanders/leaders will—

(1) Insure soldiers attain and maintain required Soldier's Manual task proficiency.

(2) Continuously assess individual and unit training status; provide timely feedback to subordinates; and make appropriate adjustments to the training program.

(3) Develop junior officers and NCOs to attain that level of professionalism required for currently assigned duties, and to increase their skills for subsequent duties.

(4) Insure that, consistent with individual duty and unit mission requirements, subordinates are given opportunity for professional development through available education programs supplemented by unit programs.

(5) Insure the training program includes preparation for overseas movement, and that soldiers and units can deploy and fight as combined arms teams on an air-land battlefield.

(6) Provide feedback to higher headquarters and the institutional training base by recommending improvements to existing training doctrine, literature, and training techniques.

(7) Insist that all training be performance-oriented; designed to develop units, individual soldiers; and leaders; and goal-orientated to correct weaknesses and maintain strengths. Training should not be scheduled merely to fill blocks of time.

(8) Conduct continuous individual and collective training throughout the training year.

(9) Identify and reduce training detractors.

(10) Implement the Army Training System. Insure that management tools—such as the BTMS, the Training Management Control System (TMCS), Training Ammunition Management System (TAMS), and the Training Ammunition Management Information System (TAMIS)—are understood and used at the appropriate level.

(11) Implement CMT within their commands.

## Chapter 2 The Army Training System

### 2-1. General

Good training is the key to soldier morale, job satisfaction, confidence, pride, unit cohesion, esprit de corps, and combat effectiveness. Leaders at every level must understand the training system now in effect, make that system work, and avoid disruptive changes to that system. Components of the Army Training System are individual training, unit training, and training support. This system trains soldiers in Soldier's Manual and ARTEP skills, evaluates individual and unit proficiency to perform wartime and contingency missions, and supports training with time, dollars, people, ammunition, ranges, devices, simulation, and literature. Because the Army's ultimate purpose is to prepare units that know how to, can, and will deploy, fight, and win, the standards and goals incorporated in the Army Training System apply equally to the Active and Reserve Components of the Total Army.

### 2-2. Individual training

This type of training—

a. Is conducted in the training base, with commercial firms, by specialized Army activities at civilian institutions, and by units in the field.

b. Is taught in the training base, to provide the soldier baseline combat and technical skills and train the trainers.

c. Is taught in units to sustain skills taught in the training base, teach those skills not taught in the training base, and through collective training, prepare the soldier to become a skilled member of his or her unit (See AR 351-1.)

### 2-3. Training in units

Training in units prepares an organization to accomplish its MTOE,

wartime, and contingency missions. Units must be prepared to deploy and go to war with personnel and equipment on-hand, trained and ready to execute war plans on short notice. Training in units consists of performance-oriented individual and collective training leading to participation in combined arms and joint and combined exercises.

*a.* Individual training must be an inherent part of every unit's training program. Commanders must continuously integrate individual training with collective training to best use available time, develop junior leaders, and insure that each soldier knows every task required of his or her position. Given the number and complexity of individual skills required to be an effective soldier, conducting individual training solely to prepare for an SQT must be avoided.

*b.* Cohesion in battle depends on those individual and collective skills developed at squad, section, platoon, and company level. Collective training builds combat teams which can perform to ARTEP standards, accomplish their wartime and contingency missions, and win. This training should emphasize fighting as combined arms teams on an air-land battlefield. It must be tough and physically demanding. Continuous and timely evaluation and feedback is essential to focus on future training needed to improve unit performance. In addition to the ARTEP, several collective training techniques can contribute to training proficiency. Examples are—

(1) Realistic field training exercises (FTXs) which emphasize combined arms training. FTXs must employ opposing forces (OPFOR) and continuous day and night operations, and should be designed to productively challenge every participating soldier, not just the commanders and staffs.

(2) Combined arms live fire exercises to develop unit and individual confidence in weapons and leadership.

(3) Command group training at battalion through corps level to teach and sustain tactical command and control proficiency through the conduct of Tactical Exercise Without Troops (TEWT), command post exercises (CPXs), and map exercises.

(4) Emergency Deployment Readiness Exercises (EDRE) to develop and improve deployment capabilities to execute contingency plans.

(5) Training devices such as REALTRAIN and the Multiple Integrated Laser Engagement System (MILES) to add realism.

(6) Joint service and combined training exercises requiring deployment, reception, employment, and redeployment to provide training for contingency missions.

*c.* The National Training Center (NTC) (see AR 350-50) provides CONUS-based heavy battalion task forces 2 weeks of advanced, intensive combat training on a rotational basis in an environment applicable to Europe as well as Asia or the Middle East. Exposure to realistic battlefield conditions prior to actual combat enhances individual survivability and unit proficiency. The NTC will provide highly realistic training in—

- (1) Air deployment.
- (2) Drawing equipment from prepositioned stocks.
- (3) Deploying onto the air-land battlefield.
- (4) Operations under realistic time-space factors against a highly trained OPFOR.
- (5) Fighting as a combined arms team on an instrumented, diagnostic battlefield to evaluate unit operational proficiency.
- (6) Integrating fires of artillery, helicopter gunships, and USAF fighter aircraft to support maneuver battalion operations.
- (7) Redeployment.

#### 2-4. Training objectives

To accomplish their training objectives, brigade level commanders must determine their priorities and announce final training guidance at least 90 days in advance. Battalion level commanders must develop and announce their training programs and commit time to their companies no less than 30 days in advance. Each level of command must tenaciously protect that commitment at all costs so that the individual soldier as well as the entire chain of command understands that training is the Army's top priority. Soldiers also need to know that their leaders understand that the soldier's time is

valuable. After making the best forecast of requirements, commanders at each level must firmly resist changes to training schedules and *must demonstrate by their personal presence and participation that training is the priority mission of their command.*

*a.* Common Military Training (CMT) (chap. 4) is a program which identifies training requirements that, in most cases, are not prescribed by ARTEP or Soldier's Manual. To insure that all levels of command understand the spirit and intent of CMT, chapter 4 uses a system of codes and examples to indicate responsibility, applicability, and degree of emphasis.

*b.* Standardization of common drills and crew and team tasks improves individual and unit capabilities to operate, maintain, and fight throughout the Army, regardless of the soldier's current unit. Standardization builds soldier confidence by eliminating frustration and wasted time spent learning local modifications of basic tasks after each reassignment. (The Army Standardization Program is described in chap. 5.)

*c.* The job book is started in the soldier's first unit of assignment after completion of Initial Entry Training (IET) and continues throughout subsequent units. It is used to record demonstrated proficiency in Soldier's Manual tasks; however, the job book is not a record of training attendance. Information recorded in the job book is intended primarily as a noncommissioned officer training management tool, a memory aid. This information will not be subjected to formal inspection or audit except by the unit chain of command (battalion, squadron, separate company, or detachment). Upon permanent change of station (PCS) or any change of unit of assignment, the individual's job book will be forwarded as a transfer document with the Military Personnel Records Jacket (MPRJ). This is in accord with AR 640-10. Responsibility for insuring that the job book is maintained and transmitted rests with the unit commander.

*d.* Individual training records will not be subjected to formal inspection or audit. Exemptions are—

(1) Job books (authorized for inspection at battalion and lower levels) (*c* above).

(2) DD Form 1435 (Cryptographic Maintenance Training and Experience Record) as required by AR 640-15.

(3) DA Form 3479-R (Air Traffic Control Training and Proficiency Record (LRA)) as required by AR 95-1.

(4) Aircrew training records as required by AR 95-1.

#### 2-5. Training support

Training support includes developing and providing manuals, audio-visual aids, battle simulations, devices, ranges, facilities, ammunition, and other resources necessary for good training.

*a. Ranges and training areas (TC 25-2).* The Army Master Range Plan integrates training demands of future equipment and force structure with anticipated ranges and training area requirements. (AR 210-21 provides Army range policy.)

*b. Training ammunition.* A key ingredient of combat arms training is the ability to deliver effective fire on and to destroy the enemy. However, the cost of maintaining gunnery skills increases annually. Therefore, training ammunition must be efficiently managed to obtain the maximum training value from each round expended. (The Training Ammunition Management System (TAMS) and the Training Ammunition Management Information System (TAMIS) are described in AR 5-13.)

*c. Training devices and simulation.* Training devices improve the quality of training through more efficient use of time, facilities, ammunition, equipment, and personnel by expanding the range of tasks which can be taught efficiently at reasonable cost. Numerous battle simulation games also are available to training commanders, staffs, and subordinates. DA Pamphlet 310-12 describes available training devices. Army Training Support Center (ATSC) Bulletin 80-2 describes available battle simulations (available from US Army Combined Arms Center, ATTN: ATZLTDA-DS, Ft. Leavenworth, KS 66027).

*d. New equipment training (NET) (see AR 350-35).* During the next decade, many new weapons systems will be added to the Army and trained soldiers will be needed to operate them. NET provides

timely operation, maintenance, and integration of the systems into units.

## Chapter 3 Training Management

### 3-1. General

Training management must be viewed as a system. The Army's training management system provides for planning, executing, standardizing, evaluating, and feedback. It includes mission analysis, planning, resource allocation and management, conducting training, standards of training, and evaluating training to determine individual and unit strengths and weaknesses to develop and refine subsequent training programs.

### 3-2. Individual training

The Army force structure is developed by ODCSOPS. Based on this force structure, ODCSPER develops the Personnel Inventory Analysis which identifies specialty, Military Occupational Specialty (MOS), and Career Military Field (CMF) requirements needed to support the force. This information, along with MACOM projections of training requirements, is used to determine specific training requirements by course. The Army Training Requirements and Resources System matches these inputs and produces the Army Program for Individual Training (see AR 351-7).

### 3-3. Training in units

a. *Planning.* Several programs are available to guide realistic planning.

(1) The Battalion Training Management System (BTMS) is designed primarily to train unit officers and NCOs to plan, conduct, and evaluate performance-oriented training. Its secondary aim is to create a nucleus of experts who can establish "train the trainer" workshops. Given normal personnel changes, commanders at installation, division, AG, MUSARC, and ARCOM levels should conduct appropriately tailored BTMS workshops on a repetitive basis. This will insure that subordinate commanders and staffs understand the teamwork needed to execute BTMS effectively.

(2) The Training Management Control System (TMACS) is an automated aid designed to help unit commanders plan training, evaluate resource impacts on training plans, and record training accomplished and resources actually used. TMACS is designed to be operated by soldiers without specialized computer backgrounds.

(3) Battalion Training Day (BTD) is the workload factor to measure training events. Under TMACS, training related costs can be captured by a common list of training events.

b. *Execution.* Because hard, realistic training saves lives, units must train as they expect to fight. Training conditions must be as close to conditions expected in combat as resources, time, and soldier experience permit. Innovations to devise new techniques to improve battlefield realism must be encouraged. OPFOR, night training, live fire exercises, operations in urban terrain, environmental and deployment training, combined arms training, airland battlefield (nuclear, chemical, electronic warfare, close air support, noise, smoke), and joint training must be emphasized. Active and passive nuclear, chemical and air defense measures will be incorporated in all training.

c. *Standardization.* Chapter 5 describes the policy and objectives of the Army Standardization Program.

d. *Evaluation.*

(1) Commanders at every level will continuously evaluate the performance of their soldiers and units. The Skill Qualification Test (SQT) is the principal diagnostic tool for evaluating individual training and the ARTEP is the principal diagnostic tool for evaluating unit training. While the SQT, ARTEP, EDRE, and FTXs provide results indicating strengths and weaknesses of soldiers and units, *the best evaluation tool is the personal commitment and direct involvement of every commander in the chain of command.*

(2) Training status feedback necessary to improve training policy, incorporate training initiatives, reduce training detractors, and program training resources is received from various sources. The training section of the Unit Status Report (USR) is an invaluable means to determine unit training status and training resource constraints, and commanders should be direct, straightforward, and thorough in reporting training problems in the USR. (Additional information is received from various agencies such as OTIG, and from US Army approved surveys.)

(3) Chapter 8, AR 50-5 outlines responsibilities for evaluation and qualification of all Army nuclear capable units and reactor facilities, and provides detailed evaluation requirements for specific nuclear systems, rating systems, and reclama procedures.

### 3-4. Training support

a. The TAMS and the TAMIS (see AR 5-13) were developed to assist commanders in obtaining the maximum training benefit from each round of ammunition fired. (TC 25-3 provides recommended frequency and ammunition consumption for training events. Training, practice, or subcaliber ammunition should be used in lieu of service ammunition where practical.)

b. TC 25-2 provides guidelines for trainers to assess current and projected range upgrade and construction requirements.

c. Training devices and simulation reinforce job performance and conserve scarce resources. These devices improve the effectiveness of both individual and collective training. They include training extension courses (TEC), flight simulators, subcaliber devices, battle simulations tactical engagement simulation.

d. Training literature provides information and guidance on doctrine, tactics, techniques, and procedures. It includes wholesale logistics and maintenance literature as well as doctrinal and tactical literature. (Army-wide training literature is indexed in the DA Pam 310-series and should be used as training guides.)

e. Training and Audiovisual Support Centers produce audiovisual products, fabricate training devices, and acquire, store, loan, issue, and control instructional aids (see AR 108-2). The Training and Audiovisual Support Officer (TASO) is the manager for training and audiovisual support activities at MACOM and regional support area or installation level. Training managers should establish and maintain continuous contact with their supporting TASOs to coordinate requirements, schedule services, and program resources.

## Chapter 4 Common Military Training

### 4-1. General

The Common Military Training (CMT) program identifies selected DA training requirements. A list of CMT subjects is in table 4-1. The table indicates where the subject is to be taught and the amount of emphasis required. While MACOM commanders may increase emphasis in a particular subject or add subjects appropriate to their particular missions and conditions, all commanders must understand that the overall intent is to minimize the impact of these requirements on mission training; otherwise CMT subjects in themselves become training detractors. Commanders and those appointed to evaluate CMT training should be primarily concerned with the substance of the unit's training in a particular CMT subject rather than strict adherence to a routine requirement. For example, successful physical training or alcohol and drug abuse programs should be determined by objective measures of unit performance or soldier attitudes rather than by attendance rosters or hours listed on a training schedule.

### 4-2. Objectives

The objectives of CMT are as follows:

a. Limit directed training requirements to those subjects directed by law, higher authority, or essential to individual or unit combat readiness.



b. Create a permanent method to continuously coordinate and review DA training requirements.

#### 4-3. Responsibilities

a. Army Staff proponents for CMT subjects will comply with this regulation.

b. Commanders at all levels will—

(1) Conduct training in subjects listed at table 4-1.

(2) Recommend additions or deletions of CMT subjects to higher headquarters when appropriate.

#### 4-4. Review of CMT subjects

a. New regulations or other directives which include training requirements must be approved by the DCSOPS. Such regulations will identify specific learning objectives and target audiences.

b. CMT subject proponents will assess the resource impact of training requirements imposed on the MACOMs. No new subjects will be approved without an assessment of the requirements for time, instructor training, equipment, publications, training aids, and other resources needed to conduct the instruction effectively.

c. Before any subject is added to the CMT list, every effort will be made by ODCSOPS, TRADOC, and the proponent to incorporate that subject into one of the following:

(1) The Soldier's Manual of Common Tasks (published by TRADOC).

(2) The Soldier's Manual for the requisite MOS for skill level.

(3) An appropriate ARTEP.

(4) Training programs of only those units with specific missions or operating in specified geographic areas.

d. If the new CMT subject is not appropriate for ARTEPs or Soldier's Manuals, the CMT proponent will outline and justify specific learning objectives and identify who is to receive the training—and why. Proposed CMT subjects and implementing directives will be submitted with full justification to HQDA(DAMO-TR) for review.

e. The CMT proponent, in coordination with ODCSOPS, TRADOC, and the appropriate service school, will monitor the availability of required references, training aids, and instructor experience needed to conduct the training.

#### 4-5. Procedures

a. *Revision of current regulations.* CMT subject proponents will revise current regulations to conform with guidance in paragraph 4-4. Revised regulations will be submitted to HQDA (DAMO-TR) for review within 1 year of the date of this regulation. Exceptions must be approved by ODCSOPS.

b. *Development of new CMT subjects.* Proponents of new CMT requirements will coordinate closely with ODCSOPS prior to and during subject development.

c. *Annual review of CMT subjects.*

(1) ODCSOPS will conduct annual reviews of the CMT program. At the end of the 4th quarter, CMT proponents will review their directives and submit the following information to HQDA(DAMO-TR):

(a) Justification for continuing the requirement.

(b) Whether or not the directive is still current. If not, indicate specifically what needs to be changed and the milestone for making the changes.

(c) Whether the training can be put into effect by more efficient means (e.g., Soldier's Manual or ARTEP). If so, state what steps have been taken to streamline or improve the training.

(2) MACOMs will participate in the annual review. Input should include, but not be limited to, the following:

(a) Are requirements of the regulation justified?

(b) Are the requirements clear?

(c) Are the necessary resources available?

(d) Suggestions for improvement.

#### 4-6. CMT categories

There are six categories (codes) of CMT subjects. The code words

used in table 4-1 to describe CMT requirements and degree of emphasis required are explained below.

a. *Program (P).* Program training applies to the majority of soldiers and is conducted in a structured manner as follows:

(1) A CMT subject coded "P" in the training base (resident training) is conducted in accordance with an approved Program of Instruction (POI). The training has a prescribed maximum number of hours, specific learning objectives, and concludes with an evaluation of proficiency or knowledge.

(2) A CMT subject coded "P" for training in units is conducted on a continuing or cyclical basis, and includes a periodic evaluation of proficiency.

*Example 1.* First aid training requirements (AR 40-3) for Basic Training (BT) are prescribed in a POI approved by TRADOC. The POI states there will be 9 hours of first aid training for each soldier and lists the specific tasks for which each soldier is to be proficient. First aid skills are evaluated at the end of BT.

*Example 2.* Weapons qualification (AR 350-4) and physical fitness training (AR 600-9) are the only CMT subjects given a code "P" under "Training in Units." This means that a carefully planned and continuous program for these subjects is required in all TOE and TDA units.

b. *Mission (M).* Mission training applies only to TOE or TDA units with special missions or those organized with special weapons, equipment, or capabilities. The type unit is evident from the subject matter and the regulation. Mission training depends on the unit's mission and the provisions stated in the regulation or an associated operation plan. In some cases, it includes a requirement to train to a specific level of proficiency.

*Example 1.* Intelligence readiness training (AR 350-3) is designed for selected personnel assigned to tactical intelligence units.

*Example 2.* Nuclear surety training (AR 50-5) applies to units and command and control elements at battalion, brigade, division, and corps level which possess an organic nuclear weapons capability or are involved in the targeting and employment of such weapons. It also applies to units responsible for the physical security, maintenance, or transport of nuclear weapons. Standards of proficiency depend upon the tasks and skills an individual or team is required to perform.

*Example 3.* Civil disturbance training (AR 350-7) applies to units with contingency missions requiring them to respond to domestic or foreign civil disturbances. This subject requires particular emphasis in National Guard units.

c. *Refresher (R).* Refresher training is used when periodic or recurring emphasis is required. This type of training depends on the local situation and the commander's assessment of need. In some instances, refresher training is needed to reinforce or review important skills or knowledge acquired during initial entry training. In other cases, it is training designed to support unit cohesion, discipline, and morale. *Refresher training frequency is left to the commander's discretion.*

*Example 1.* Check cashing (AR 210-60). A commander notes a rise in "bad" checks written by his or her soldiers, and determines that a class on check book balancing is needed by certain individuals in the unit.

*Example 2.* Alcohol and drug abuse (AR 600-85). A brigade commander learns that one of the battalions in the brigade has a rising rate of driving while intoxicated (DWI) vehicle accidents. The brigade commander directs the battalion commander to conduct an education and training program to counter this trend.

*Example 3. Alcohol and drug abuse (AR 600-85).* An installation commander determines that the use of drugs is increasing. He directs that classes or seminars be given to all soldiers on drug abuse.

*d. Integrated (I).* Integrated training is expected to be conducted with other training, to include tasks listed in ARTEP and Soldiers Manuals. The effectiveness of this training is evaluated by how well soldiers perform on SQT tasks, during CPXs, FTXs, and ARTEPs, or by other indicators of unit effectiveness. These subjects do not usually appear on the training schedule as separate entities unless the commander deems appropriate.

*Example 1.* Opposing force (OPFOR) training (AR 350-2) is accomplished by scenario design which replicates Soviet doctrine, tactics, and equipment during CPXs, FTXs, and ARTEPs. Individual tactical training for all soldiers routinely includes instruction in the characteristics and techniques of enemy soldiers and weapons.

*Example 2.* Driver and operator safety training (AR 385-55) is inherent to vehicle and equipment operator training. Key safety features should be emphasized by supervisors of vehicle and equipment operators just prior to and during tactical exercises.

*Example 3.* First aid (AR 40-3) requirements for non-medical soldiers is accomplished by Soldier's Manual task training. For some medical personnel, AR 40-3 and supporting pamphlets must be used to insure all task requirements are included in the training program.

*e. Awareness (A).* Awareness training can be accomplished by briefings or orientations conducted by the chain of command to increase knowledge and awareness in subject areas important to soldiers. *How and when this training is conducted is discretionary and depends on the commander's evaluation of need.* Maximum decentralization is encouraged.

*Example 1: Subversion and espionage directed against US Army and deliberate security violations (SAEDA) training (AR 381-12).* Based on the advice of the division G-2, the commander decides that his or her unit needs up-to-date information about subversive activity directed against the division. The commander arranges for a special briefing for the officers and NCOs, and requires that essential information be passed to each soldier.

*Example 2. Moral and ethics development(AR 600-30).* A battalion commander is concerned about the mounting level of petty crime within the unit, mostly in the form of thefts from soldiers' rooms. In addition to more stringent security measures, the commander decides to conduct a series of squad and section level discussions in ethics, morality, peer relationships, and factors affecting unit morale. The chaplain is asked to assist in organizing the training.

*Example 3. Counterterrorism training (AR 190-52).* Protection of Army personnel and dependents stationed abroad requires special emphasis. Personnel will receive training, information, and assistance based on mission and threat evaluation by the local commander. Personnel will be aware of the provisions of DA Pam 190-52.

*f. Time Sensitive (T)* Time sensitive training must be completed within or at a specified period.

*Example 1. Counterterrorism (AR 190-52).* All personnel traveling overseas in a PCS, temporary duty, or leave status to an area where they may be vulnerable to terrorist acts will be briefed (oral or written) on the current threat and informed of the provisions of DA Pam 190-52.

*Example 2. Military justice (AR 350-212).* Recent graduates from

IET must be given course B as prescribed in AR 350-212 upon the completion of 6 months of active service.

*Example 3. Alcohol and drug abuse (AR 600-85).* Newly assigned personnel must be given an orientation on local policies and laws pertaining to alcohol and drug abuse within 60 days of reporting for duty.

*Example 4. Preparation for overseas replacement(AR 612-2).* Individuals must be physically fit, know how to use their individual weapons, and know the Code of conduct. These requirements are satisfied if the individual has taken the Army Physical Readiness Test (APRT) within the last 6 months, qualified or familiarized with individual weapon in the last 12 months, and received Code of Conduct training in the last 6 months. Failure to pass the APRT is not grounds to restrict deployment if the individual is otherwise medically qualified, but a remark stating this fact will be noted in section V of DA Form 613 (Checklist for Preparation of Replacements for Oversea Movement). A copy of the most recent APRT Scorecard (DA Form 705) will be included in the Military Personnel Records Jacket (MPRJ) for all personnel going overseas.

**Table 4-1**  
**Common Military Training**

| Subject   | AR                  | Proponent | Resident Training |       |                  |     |      | Training in Units |        |
|---|---------------------|-----------|-------------------|-------|------------------|-----|------|-------------------|--------|
|   |                     |           | IET               | NCOES | OBC <sup>1</sup> | OAC | CGSC | EM                | OFF    |
| 1. Weapons Qualification                                    | 350-4               | DCSOPS    | P                 | —     | P                | —   | —    | P                 | P      |
| 2. Physical Fitness   | 600-9               | DCSOPS    | P                 | P     | P                | P   | P    | P                 | P      |
| 3. First Aid  | 40-3                | TSG       | P                 | —     | P                | —   | —    | I                 | I      |
| 4. Heat, Cold, & Hearing Injury Prevention                  | 40-5                | TSG       | I                 | I     | I                | —   | —    | I                 | I      |
| 5. Nuclear Surety   | 50-5                | DCSOPS    | —                 | —     | —                | —   | —    | M                 | M      |
| 6. Chemical Surety  | 50-6                | DCSOPS    | —                 | —     | —                | —   | —    | M                 | M      |
| 7. Counter-terrorisim                                       | 190-52              | DCSPER    | —                 | —     | —                | —   | —    | A<br>T            | A<br>T |
| 8. Check Cashing  | CSA directed 210-60 | COA       | P                 | —     | —                | —   | —    | R                 | —      |
| 9. NBC Defense  | 220-58              | DCSOPS    | P                 | P     | P                | P   | P    | I                 | I      |
| 10. Opposing Force(OPFOR)                                   | 350-2               | ACSI      | I                 | I     | I                | I   | I    | I                 | I      |
| 11. Intelligence Readiness Tng (RED Train)                  | 350-3               | ACSI      | —                 | —     | —                | —   | —    | M                 | M      |
| 12. Civil Disturbance                                       | 350-7               | DCSOPS    | P <sup>2</sup>    | —     | P                | P   | P    | M                 | M      |
| 13. Benefits of an Honorable Discharge                      | 350-21              | MILPERCEN | A                 | —     | —                | —   | —    | R                 | R      |
| 14. Code of Conduct   | 350-30              | DCSOPS    | P                 | R     | P                | R   | —    | R                 | R      |
| 15. Military Justice  | 350-212             | TJAG      | P                 | —     | P                | P   | —    | R<br>T            | —      |
| 16. Geneva-Hague  | 350-216             | DCSOPS    | P                 | P     | P                | P   | P    | R                 | R      |
| 17. Survival, Evasion, Resistance                           | 350-225             | DCSOPS    | I                 | I     | I                | —   | —    | I                 | I      |
| 18. Command Information Program                             | 360-81              | OCPA      | A                 | A     | A                | A   | A    | A                 | A      |
| 19. Censorship  | 380-200             | ACSI      | —                 | —     | —                | —   | —    | I                 | I      |
| 20. Subversion & Espionage directed against US Army (SAEDA) | 381-12              | ACSI      | A                 | A     | A                | A   | A    | A                 | A      |
| 21. Army Safety Program                                     | 385-10              | DCSPER    | A                 | A     | A                | —   | —    | A                 | A      |
| 22. Water Safety  | 385-15              | DCSPER    | —                 | —     | —                | —   | —    | M                 | M      |

**Table 4-1**  
**Common Military Training—Continued**

| Subject  | AR     | Proponent | Resident Training |       |                  |     |      | Training in Units |        |
|--|--------|-----------|-------------------|-------|------------------|-----|------|-------------------|--------|
|  |        |           | IET               | NCOES | OBC <sup>1</sup> | OAC | CGSC | EM                | OFF    |
| 23. Prevention of Motor Vehicle Accidents            | 385-55 | DCSPER    | I                 | I     | I                | —   | —    | I                 | I      |
| 24. Operations Security                              | 530-1  | DCSOPS    | I                 | I     | I                | I   | I    | I                 | I      |
| 25. Electronics Security                             | 530-3  | ACSI      | I                 | —     | I                | I   | I    | M<br>I            | M      |
| 26. Equal Opportunity                                | 600-21 | DCSPER    | P                 | P     | P                | P   | P    | R                 | R      |
| 27. Moral & Ethics Development                       | 600-30 | CC        | A                 | A     | A                | A   | A    | A                 | A      |
| 28. Organizational Effectiveness                     | 600-76 | OCSA      | —                 | —     | P                | P   | P    | —                 | —      |
| 29. Alcohol & Drug Abuse                             | 600-85 | DCSPER    | P                 | P     | P                | P   | P    | T<br>R            | T<br>R |
| 30. Preparation <sup>3</sup> for Oversea Replacement | 612-2  | MILPERCEN | T                 | T     | T                | T   | T    | T                 | T      |

<sup>1</sup> Includes precommissioning training.

<sup>2</sup> NG personnel only.

<sup>3</sup> Applicable only to personnel being assigned overseas.

**KEY TO ALPHABETIC CODES:**  
P—Program      A—Awareness  
M—Mission      T—Time Sensitive  
I—Integrated  
R—Refresher

## Chapter 5

### The Army Standardization Program

#### 5-1. General

The Army Standardization Program insures that common operational, tactical, logistical, administrative, and training tasks, drills, and procedures will be performed in a single prescribed manner throughout the Total Army.

#### 5-2. Objectives

The objectives of the Army Standardization Program are as follows:

- a. Standardize the procedures used by soldiers and units to operate, maintain, and fight major weapon and equipment systems.
- b. Identify those basic tasks that can and should be performed in the same manner and to the same standard in like units throughout the Army.
- c. Reduce the effects of personnel turbulence following reassignment within the same or to a different unit.
- d. Enhance cohesion by reducing locally modified practices and procedures.

#### 5-3. Policy

- a. The Army Standardization Program will be implemented in all AC and RC units Army-wide.
- b. Tasks, drills, and procedures of this program will be performed in the manner and to the standards prescribed in Army publications.
- c. Approved procedures will not be modified without HQDA approval.
- d. Understrength crews will periodically be assembled as full crews to insure that all members are trained to Army standards.

#### 5-4. Responsibilities

- a. DCSOPS will implement and evaluate this program.
- b. CG, TRADOC will—
  - (1) Develop the Army Standardization Program in conjunction with ODCSOPS, MACOMS, and Standardization Branch Chiefs.
  - (2) Distribute the program Army-wide.
  - (3) Conduct standardization assistance visits in coordination with MACOM commanders.
  - (4) Initiate follow-up action on recommendations, problem areas, and deficiencies identified during standardization assistance visits.
  - (5) Report on the effectiveness of the program to HQDA (DAMO-TR).
  - (6) Implement the Army Standardization Program within TRADOC.
  - (7) Develop standardization literature for publication by ODCSOPS.
- c. Other MACOM commanders will—
  - (1) Implement the program within their commands.
  - (2) Help develop the overall program by suggesting additional items to include in the program. (Format for submitting items is shown in fig.5-1.)
  - (3) Review and comment on proposals forwarded by CG, TRADOC.
- d. TRADOC school commandants are designated DA Standardization Branch Chiefs for all aspects of the Army Standardization

Program appropriate to their specific schools and centers. They will—

- (1) Select branch specific items to include in the Army Standardization Program.
- (2) Conduct standardization assistance visits in coordination with MACOM commanders.
- (3) Serve as DA proponent for applicable Army regulations.
- (4) Act as branch proponent for standardization literature.
- (5) Inform and advise ODCSOPS and MACOMs of the status of the Army Standardization Program.

#### 5-5. Assistance and evaluation visits

- a. Standardization assistance visits conducted by branch and service school representatives are intended to—
  - (1) Provide advice and assistance to units on executing the program.
  - (2) Find out first hand the basis for proposed changes to approved drills or procedures.
  - (3) Evaluate proposed subjects to include in the program.
  - (4) Identify better ways to do things and recommend improvements.
- b. Periodic evaluation visits will be conducted by ODCSOPS and OTIG to—
  - (1) Evaluate the effectiveness of the program; where appropriate, identify and suggest improvements.
  - (2) Verify Army-wide compliance with the program.
- c. All visits will be coordinated in advance with the involved MACOM to minimize impact on unit activities.

#### 5-6. Execution

The Army Standardization Program will be implemented in two phases.

##### a. Phase I.

- (1) Phase I is oriented primarily on combat arms soldier/crew weapons and equipment drills. It includes gunnery or crew drills, NBC procedures, combat vehicle preoperational checks, and training management.
- (2) On 10 June 1980, the CSA provided guidance on phase I. This guidance covered six points essential to effective training and gaining soldier confidence. It also listed the drills and procedures that would comprise the first step in standardizing Army training.

##### b. Phase II.

- (1) Phase II is a continuing effort to add selected tactical, support, and training management procedures and crew drills to the standardization program.
- (2) MACOMs will play an active role in the development of Phase II. Commanders should submit recommendations for additions, deletions, or changes to the program to CG, TRADOC.
- (3) TRADOC will select and develop additional subjects for the program and forward them to the MACOMs for review before submitting to the DCSOPS for HQDA approval.
- (4) A consolidated list of approved standardization items, with appropriate references, will be published each year in a DA circular.

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DEPARTMENT OF THE ARMY  
Headquarters, \_\_\_\_\_  
Fort \_\_\_\_\_, (State and Zip Code)

(Office Symbol)

(Date)

SUBJECT: Recommended Changes in the Army-Wide Standardization Program

TO: Commander  
TRADOC  
ATTN: ATTG-U  
Fort Monroe, VA 23651

1. In accordance with chapter 5, AR 350-1, the following drills and procedures are submitted for possible addition, deletion, or change in the Army Standardization Program:

| DRILL/PROCEDURE | REFERENCE |
|-----------------|-----------|
| _____           | _____     |
| _____           | _____     |
| _____           | _____     |
| _____           | _____     |

2. Discussion.

3. POC, this headquarters, is \_\_\_\_\_. Autovon \_\_\_\_\_.

\_\_\_Incl (Signature Block)

1.\_\_\_\_\_  
2.\_\_\_\_\_  
3.\_\_\_\_\_  
4.\_\_\_\_\_

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Figure 5-1. Format for submitting recommended changes to the Army-wide Standardization Program.

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## **Chapter 6**

### **Reserve Component Training**

#### **6-1. General**

Reserve Component (RC) training is limited by time (39 days for ARNG and 38 days for USAR per year) in which to accomplish those training tasks the individual soldier and unit must perform. While training tasks, conditions, and standards must be uniform for the Total Army to fight as a cohesive team, it is recognized that RC units cannot, realistically, complete as much training in the same calendar year as Active Army units. This chapter outlines the objectives, policies, and responsibilities unique to the RC in view of the resource constraints inherent to RC training.

#### **6-2. Training objective**

The RC training objective is to attain the highest possible state of individual and collective proficiency that can be achieved in a premobilization training environment. Priority will be given to attaining that level of training readiness required to provide the personnel and units needed to support employment and deployment schedules demanded by war plans. Minimum training goals will be set by FORSCOM.

#### **6-3. Policy**

a. The policy in chapters 1 through 5 applies equally to the RC, except as stated in this chapter.

b. The primary focus of RC unit training will be directed to the individual and collective tasks inherent in the organization's assigned wartime mission.

c. Once proficiency in required wartime tasks has been demonstrated, units and individuals are expected to advance to other missions and tasks required in the applicable ARTEP or Soldier's Manual.

d. Allocation of training resources will be in accordance with CAPSTONE unit mobilization / deployment / employment priorities.

e. Non-prior service personnel will receive initial active duty for training (IADT). IADT provides basic soldier skills and basic critical tasks in CMF skills prescribed in AR 611-201.

f. Prior service personnel will receive required MOS training through supervised on-the-job training (SOJT) or TRADOC-approved programs of instruction conducted in USAR schools or units.

g. RC units will participate in CPXs, FTXs, joint training, and CONUS/OCONUS mobilization or deployment training to improve their effectiveness to perform their CAPSTONE assignment.

#### **6-4. Responsibilities**

a. CG, FORSCOM will—

(1) Command USAR TOE and TDA troop program units and reinforcement training units in all FORSCOM commands.

(2) Train non-unit USAR personnel (other than mobilization designees) ordered to active duty for training or annual training (AT).

(3) Establish training criteria for, and supervise and evaluate the training of, ARNG units, except those designated as the specific responsibility of another MACOM.

(4) Establish training and evaluation programs for those RC units that do not have applicable ARTEP.

(5) Establish premobilization training objectives for RC units in accordance with unit deployment priorities, schedules, missions, and resources.

(6) Establish postmobilization training objectives based on wartime missions.

(7) Provide guidance and assistance to RC units in implementing the Army Training System.

b. CG, TRADOC will develop and provide training programs and instructional packets and materials for use by USAR schools, training divisions, and training brigades.

c. CG, WESTCOM will—

(1) Command Pacific-assigned USAR TOE and TDA troop units.

(2) Establish training criteria for, and supervise and evaluate training of Hawaii ARNG units.

d. MACOM commanders (CONUS and OCONUS) will be governed by this and other regulations pertaining to the ARNG and USAR. OCONUS commanders are encouraged to use appropriate FORSCOM and NGB training directives for non-MACOM unique requirements.

(1) Training of the ARNG, except during Federal Service, is conducted under the command of State authorities. This training will be conducted by the respective ARNG commanders as prescribed in NGR 350-1 and in accordance with HQDA, FORSCOM, or MACOM training policies, standards, and programs.

(2) Training of the USAR, in a premobilization status, is conducted under appropriate MUSARCs and ARCOMs. This training will be conducted as prescribed in AR 140-1 and AR 350-1 and in accordance with HQDA, FORSCOM, and MACOM training policies, standards, and programs.

#### **6-5. Individual training**

a. Individual proficiency is acquired and skill levels are improved through the training received in units, individual ARNG and USAR schools and academies, and training centers and service schools. Training should also be accomplished by active participation in correspondence courses and use of Training Extension Courses (TEC).

b. Members of the Individual Ready Reserve participate in training as prescribed by AR 140-1, NGR 600-100, and NGR 600-101.

c. Officers must complete training and education as prescribed in AR 135-155, AR 140-1, and NGR 600-100.

d. Additional individual training required to raise MOS skill levels beyond those acquired in IADT, to change an enlisted MOS, or to qualify an officer in a new branch will be in accordance with AR 140-1, AR 600-200, AR 611-201, and NGR 600-200.

e. The Skill Qualification Test (SQT) Program serves both as an evaluation mechanism and as a means to stimulate individual training. As a training evaluation tool, SQT in the RC follows generally the same model as in the Active Component; however, personnel management differences and time and equipment limitations require differences in SQT policy.

(1) SQT will not be formally linked to EPMS in the RC.

(2) The varied types, availability, and density of equipment and the geographic dispersion of some RC units pose a significant resource problem in administering the hands-on-component (HOC) portion of the SQT. To alleviate this problem, the following policy guidelines are provided:

(a) A two-year test cycle will be established for the Reserve Component. Formal SQT should be conducted biennially in intensive management force (IMF) units. All other units are encouraged to test biennially. Testing of the total force will be achieved as resources become available.

(b) CG, FORSCOM is responsible for exempting USAR units from SQT testing.

(c) CG, FORSCOM, in coordination with State Adjutants General and the Chief, National Guard Bureau is authorized to modify test frequency or exempt ARNG units or personnel in specific MOSs in cases where resource constraints or mission considerations dictate.

(d) FORSCOM, will notify DA and TRADOC of schedule changes 1 year in advance to permit TRADOC to make timely adjustments of printing and distribution requirements.

(e) Authority to exempt units or personnel in specific MOS's from HOC may be delegated to RC LTC level commanders, as in the Active Component. When the HOC is exempted, commanders will substitute the Alternate Hands-on-Test (AHOT).

#### **6-6. Training in units**

a. After reaching a training rating of C1 or C2, the unit will receive an external performance evaluation. Units that sustain a training rating of C1 or C2 following the initial evaluation should receive another external performance evaluation at least once every

3 years. These evaluations will be administered according to MACOM guidance, using ARTEPs when available.

*b.* Internal diagnostic evaluations should be administered to all units to determine unit training status and required areas of improvement.

*c.* MACOM commanders will provide assistance and evaluation in support of RC training.

*d.* When there is no published ARTEP, RC units will use the appropriate SM or FORSCOM-developed training program to conduct inactive duty training and annual training.



## Appendix A References

### Section I Required Publications

#### AR 5-13

Training Ammunition Management System. (Cited in para 3-4a.)

#### AR 40-3

Medical, Dental, and Veterinary Care. (Cited in table 4-1.)

#### AR 40-5

Health and Environment. (Cited in table 4-1.)

#### AR 50-5

Nuclear Surety. (Cited in para 3-3d.)

#### AR 50-6

Chemical Surety Program. (Cited in para 4-1.)

#### AR 95-1

Army Aviation: General Provisions and Flight Regulations. (Cited in para 2-3g.)

#### AR 108-2

Army Training and Audiovisual Support. (Cited in para 3-4e.)

#### AR 135-1

Reserve Component Policies. (Cited in para 1-8h, m, n, o, p, q, and r.)

#### AR 140-1

US Army Reserve Mission, Organization, and Training. (Cited in para 4-4c, and d.)

#### AR 190-52

Countering Terrorism and Other Major Disruptions on Military Installations. (Cited in table 4-1.)

#### AR 210-21

Training Areas and Facilities for Ground Troops. (Cited in para 2-5a.)

#### AR 210-60

Control and Prevention of Abuse of Check Cashing Privileges. (Cited in table 4-1.)

#### AR 220-58

Organization and Training for Nuclear, Biological, and Chemical Defense. (Cited in table 4-1.)

#### AR 350-2

Opposing Force (OPFOR) Program. (Cited in para 1-8f and table 4-1.)

#### AR 350-3

Tactical Intelligence Readiness Training (REDTRAIN). (Cited in para 1-8f and table 4-1.)

#### AR 350-4

Qualification and Familiarization with Weapons and Weapon Systems. (Cited in table 4-1.)

#### AR 350-7

Training and Evaluation of Forces for Civil Disturbance. (Cited in table 4-1.)

#### AR 350-21

Instruction in Benefits on an Honorable Discharge. (Cited in table 4-1.)

#### AR 350-30

Code of Conduct Training. (Cited in table 4-1.)

#### AR 350-35

New Equipment Training and Introduction. (Cited in paras 1-8p, 2-5d.)

#### AR 350-50

National Training Center. (Cited in para 2-3c.)

#### AR 350-212

Military Justice. (Cited in table 4-1.)

#### AR 350-216

The Geneva Convention of 1949 and Hague Convention No IV of 1907. (Cited in table 4-1.)

#### AR 350-225

Survival, Evasion, Resistance, and Escape (SERE) Training. (Cited in table 4-1.)

#### AR 351-1

Individual Military Education and Training. (Cited in paras 1-8m, 2-2c.)

#### AR 351-7

Army Individual Training Requirement Solicitation for Army Service Schools and Defense Schools. (Cited in para 3-2.)

#### AR 360-81

Command Information Program Objectives and Policies. (Cited in table 4-1.)

#### AR 380-200

Armed Forces Censorship. (Cited in table 4-1.)

#### AR 381-12

Subversion and Espionage Directed against US Army and Deliberate Security Violations (SAEDA). (Cited in para 4-6e, n table 4-1.)

#### AR 385-10

Army Safety Program. (Cited in table 4-1.)

#### AR 385-15

Water Safety. (Cited in table 4-1.)

#### AR 385-55

Prevention of Motor Vehicle Accidents. (Cited in table 4-1.)

#### AR 530-1

Operations Security (OPSEC). (Cited in table 4-1.)

#### AR 530-3

Electronic Security. (Cited in table 4-1.)

#### AR 600-9

Army Physical Fitness and Weight Control Program. (Cited in table 4-1.)

#### AR 600-21

Equal Opportunity Program in the Army. (Cited in table 4-1.)

#### AR 600-30

Chaplain Support Activities. (Cited in table 4-1.)

#### AR 600-76

Organizational Effectiveness (OE) Activities and Training. (Cited in table 4-1.)

**AR 600–85**  
Alcohol and Drug Abuse Prevention and Control Program. (Cited in table 4–1.)

**AR 612–2**  
Preparing Individual Replacements for Oversea Movement (POR). (Cited in table 4–1.)

**TC 25–2**  
Training ranges. (Cited in para 2–5a, 3–4b.)

**TC 25–3**  
Training Ammunition Guidelines. (Cited in para 3–4a.)

**Section II**  
**Related Publications**

A related publication is one that serves merely as a source of additional information. By reading it, the user might better understand the subject discussed in this publication, but the user does not have to read it to understand or comply with this regulation.

**AR 10–5**  
Organization and Functions: Department of the Army.

**AR 10–11**  
US Army Materiel Development and Readiness Command.

**AR 10–13**  
US Army Communications Command.

**AR 10–41**  
US Army Training and Doctrine Command.

**AR 10–42**  
US Army Forces Command.

**AR 10–43**  
US Army Health Services Command.

**AR 10–49**  
US Army Western Command.

**AR 10–53**  
US Army Intelligence and Security Command.

**AR 135–155**  
Promotion and Commissioned Officers and Warrant Officers Other Than General Officers.

**AR 600–200**  
Enlisted Personnel Management System.

**AR 611–201**  
Enlisted Career Management Fields and Military Occupational Specialties.

**AR 640–15**  
Criteria for Insuring the Competency of Personnel to Install, Maintain, and Repair Communications Security Equipment.

**NGR 350–1**  
Training.

**NGR 600–100**  
Commissioned Officers-Federal Recognition and Related Personnel Activities.

**NGR 600–101**  
Warrant Officers-Federal Recognition and Personnel Actions.

**NGR 600–200**  
Enlisted Personnel Management.

**Section III**  
**Prescribed Forms**  
This section contains no entries.

**Section IV**  
**Referenced Forms**  
This section contains no entries.

**Appendix B**  
**Not used.**

**Appendix C**  
**Recommended Minimum Frequency for Evaluating Training Status**

**Table C–1**  
**Recommended Minimum Frequency for Evaluating Training Status**

**Event:** CALFEX  
**Echelon to be Evaluated:** Squad through company Battalion task force  
**Frequency:** Annually Every 18 months

**Event:** CPX  
**Echelon to be Evaluated:** Battalion through division. (Should include combined arms, tactical scenario, and staff participation.)  
**Frequency:** Annually with use of appropriate level battle simulation system—PEGASUS through WAR EAGLE

**Event:** EDRE/No-notice exercise  
**Echelon to be Evaluated:** Each battalion/brigade  
**Frequency:** Annual alert, assembly, loadout, deployment (air/ground as available)

**Event:** External ARTEP eval  
**Echelon to be Evaluated:** Squad (as appropriate through battalion)  
**Frequency:** Annually

**Event:** FTX  
**Echelon to be Evaluated:** Battalion through division  
**Frequency:** Annually

**Event:** Joint Exercises  
**Echelon to be Evaluated:** Battalion through division  
**Frequency:** Annually

**Event:** Nuclear Weapons Technical Inspection  
**Echelon to be Evaluated:** Detachment/battery/company/battalion  
**Frequency:** Not to exceed 18 months between inspection (AR 50–5)

**Event:** Tactical evaluation  
**Echelon to be Evaluated:** Air defense artillery battery/battalion  
**Frequency:** Annually

## Glossary

### Section Abbreviations

This section contains no entries.

### Section II Terms

#### **Army Correspondence Course Program (ACCP)**

A formal course of instruction developed by service schools with enrolled students and centrally administered by the Army Institute for Professional Development. (DA Pam 351-20 series is the formal catalog for the ACCP.)

#### **Army Program for Individual Training (AR-PRINT)**

The program which defines the Army's requirements and capabilities for all individual training.

#### **Army Training and Evaluation Program (ARTEP)**

The US Army's collective training program. ARTEP establishes unit training objectives critical to unit survival and performance in combat. ARTEP combines the training and the evaluation process into one integrated function. The ARTEP is a training program and not a test. The sole purpose of external evaluation under this program is to diagnose unit requirements for future training. Nuclear capable units with an approved ARTEP must successfully complete all nuclear tasks as measured against ARTEP tasks, conditions, and standards prior to conducting a Nuclear Weapons Technical Inspection.

#### **Army Training System**

The concept used by the Army to manage and conduct training. System components are individual training, unit training, and training support.

#### **Battalion Training Day (BTD)**

A workload factor to measure training events.

#### **Battalion Training Management System (BTMS)**

Training given to unit officers and NCOs to plan, conduct, and evaluate performance-oriented training.

#### **Collective Training**

Training in units to prepare cohesive teams and units to accomplish their combined arms missions on the integrated battlefield.

#### **Combined Training**

Training involving elements of two or more forces of two or more allied nations.

#### **Command Post Exercise (CPX)**

An exercise involving the commander, staff,

and communications within and between headquarters.

#### **Common Military Training (CMT)**

Training which augments broad mission training and provides a specific individual or collective skill or knowledge.

#### **Emergency Deployment Readiness Exercises (EDRE)**

Minimum notice exercises to test unit deployment capabilities under contingency conditions.

#### **Field Training Exercise (FTX)**

An exercise conducted in the field under simulated war conditions.

#### **Individual Training**

Training which the officer, NCO, or soldier receives in institutions, units, OJT, or by self-study. This training prepares the individual to perform specified duties or tasks related to the assigned or next higher specialty code or MOS skill level and duty position.

#### **Institutional Training**

Training conducted in schools (Army service school, USAR school, NCO Academy) or Army training centers. Institutions which conduct this training are commonly referred to as being part of the training base.

#### **Job Book**

A book in which the NCO supervisor records a soldier's ability to perform the tasks of a duty position. The NCO then can identify training needed to improve the soldier's performance and plan for its conduct.

#### **Joint Training**

Training in which elements of more than one Service of the same nation participate.

#### **Major Army Commands (MACOMs)**

Commands directly subordinate to, established by authority of, and specifically designated by HQDA.

#### **Modification Table of Organization and Equipment (MTOE)**

Modification of a basic table of organization and equipment necessary to adapt it to the needs of a specific unit or type of unit.

#### **Multiple Integrated Laser Engagement System (MILES)**

A family of eye-safe lasers and laser detectors designed to simulate direct fire weapons of various types. Instead of firing a projectile, the weapons shoot a blank which activates a laser and sends a pulse of energy, coded for the type weapon, down range. Receiving detectors, located on opposing troops and vehicles, pick up the laser pulses and instantly provide audiovisual indications of a hit, kill, or near miss.

#### **New Equipment Training (NET)**

Training to prepare commanders, supervisors, trainers, users, and maintenance personnel

during development and fielding of new equipment.

#### **National Training Center (NTC)**

A training center that provides CONUS-based heavy combat battalion task forces 2 weeks of advanced, intensive combat training on a rotational basis in a general environment applicable to Europe, Africa or the Middle East.

#### **Opposing Force (OPFOR) Program**

An Army-wide peacetime training program to teach the doctrine, tactics, and tactical vulnerabilities and strengths of potential enemies at division level and below. OPFOR is designed to provide commanders with a realistic and credible opposing force, using the doctrine, tactics, and weapons systems of potential adversaries.

#### **Performance Oriented Training**

Training paced to the soldier's needs, learning, and ability. It includes preparation, presentation, and testing.

#### **Standardization Program**

A program that contains those operational, tactical, logistical, administrative, and training tasks, drills, and procedures performed in a single prescribed manner throughout the Total Army.

#### **Self-study**

Individual study by which a soldier learns a new skill or reinforces a skill already learned. Study may include participation in the ACCP. It includes preparation for the SQT.

#### **Skill Qualification Test (SQT)**

A performance-oriented test normally consisting of a hands-on component, job site component, and a skill component. The test measures individual proficiency in performing critical tasks related to the soldier's primary MOS. Results provide the basis for remedial individual training.

#### **Soldier Manual (SM)**

A field manual listing the critical tasks for each skill level of an MOS. It provides the performance steps, the conditions under which the task is performed, and the standards which must be met. All tasks tested in the SQT are in the SM.

#### **Tactical Intelligence Readiness Training (REDTRAIN)**

An Army-wide program conducted by national level intelligence agencies and activities designed to maintain and improve the technical and foreign language skills of tactical intelligence personnel.

#### **Trainer Guide (TG) (formerly called Commander's Manual)**

A field manual that provides information required by training managers and trainers to meet their responsibilities in the overall training plan for a particular MOS. It indicates where such task is initially trained and where

additional training is conducted. The TG explains the training manager's/trainer's responsibilities for the soldier's MOS training and evaluation.

**Training Ammunition Management System (TAMS)**

An Army-wide program that determines training ammunition requirements, justifies the requirements and supporting funds, and provides command involvement in managing and controlling training ammunition.

**Training Ammunition Management Information System (TAMIS)**

A computer system which provides a data link to HQDA from installations and divisions to exchange information on ammunition authorizations and usage data by training events.

**Training and Audiovisual Support Officer (TASO)**

The manager for training and audiovisual support activities at MACOM and regional support area or installation level.

**Training Management Control System (TMACS)**

An automated aid to help unit commanders plan training, evaluate resource impacts on training, and record training accomplished and resources actually used.

**Unit training**

Training (individual, collective, and joint or combined) conducted in a unit.

**Section III  
Special Abbreviations and Terms**

There are no special terms.

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